

19.135 ANNUAL VACATION POLICY

Reference:

City of Cincinnati Administrative Regulations
Human Resource Policies and Procedures
Current Fraternal Order of Police (FOP) Labor Agreement
Current American Federation of State, County, and Municipal Employees
(AFSCME) Labor Agreement

Purpose:

Ensure compliance with Human Resource Policies and Procedures and current City/FOP and City/AFSCME labor agreements.

Provide a timely and fair way of selecting and taking vacations.

Enable bureau commanders to project staffing levels.

Procedure:

A. Annual Vacation

1. District/section/unit commanders will manage vacation selections of personnel to ensure an adequate staffing level.
2. Each sworn employee and permanent non-sworn Division 1 employee receives annual vacation leave according to the current labor agreement.
3. Each permanent non-sworn Division 0 employee receives annual vacation leave according to Human Resource Policies and Procedures.
4. An employee does not have to take an annual vacation. An employee may accumulate vacation time according to the maximum accumulation schedule.
 - a. Each employee is responsible to ensure accrued vacation does not exceed the maximum accumulation stated in the current labor agreement or Human Resource Policies and Procedures.

B. Vacation Selection

1. Bureau, district, section, and unit commanders will appoint acting commanders during their vacation absence.

2. The vacation year consists of 26 two week blocks beginning with the first Sunday of the pay period on or after January 1st of each year.
 - a. Employees may pick one week or one consecutive two week vacation in each round of selection. The number of rounds will be determined by the amount of vacation time an employee has accrued in one year.
 - b. A vacation week begins on Sunday and ends the following Saturday.
3. Units must have the vacation schedule completed and posted by the first Monday in March.
4. Employees transferred after vacation selection will not have to change previously approved vacation time.
5. Police officers and specialists selecting together will pick vacations by seniority within established work groups (shift, unit, office, etc.).
 - a. Selections within the work group are by seniority determined by date of appointment as a police recruit.
 - 1) If two or more officers were appointed recruits on the same day, vacation selection seniority is determined by the employee's numerical grade on the overall entrance level eligibility list.
6. Vacation selection in the sworn ranks above police specialist is by seniority within the work group determined by date of appointment to the current rank.
 - a. If two or more employees in the same work group were promoted on the same day to the same rank from the same overall promotional eligibility list, vacation seniority is determined by final overall numerical promotional examination ranking.
7. Non-sworn employees will select vacations within the work group by classification and then seniority determined by the employee's appointment date to that classification.
 - a. Exception: When two employees with separate but equal (according to pay scale) classifications operate in the same work group, their vacation selection will be combined. Seniority in either classification will be the determining factor.

- b. If two or more employees in the same work group were promoted on the same day from the same or equal (according to pay scale) overall promotional eligibility list, vacation selection seniority is determined by their final overall numerical promotional examination ranking.
- 8. Employees restored from military service, layoff, retirement, or a retiree hired for a different job with no break in service keep their original seniority date.

C. Vacation Time

- 1. Supervisors may grant non-preselected vacation time in any time increments provided enough personnel are on duty to meet service demands.
- 2. Employees will document use of vacation time by submitting a Form 25S, Request for Leave of Absence, to the unit commander.
- 3. When a non-sworn employee requests vacation time supervisors are required by the AFSCME contract to respond to the non-sworn employee's request within a specified amount of time.
 - a. Non-sworn personnel requesting vacation time off must personally hand their Form 25S to their supervisor.
 - b. The supervisor will record the date and time the request was received and sign in the "Supervisory Action" section of the Form 25S.
 - 1) The supervisor will provide the employee with a copy of the Form 25S as a receipt.
 - 2) The supervisor has five days (120 hours) to respond to the non-sworn employee's request for time off.
 - 3) The non-sworn employee will follow up with the supervisor prior to the five day deadline with the date and time of the follow up noted on the Form 25S.
 - a) The supervisor must notify the employee the time is approved or denied prior to the expiration of the fifth day (120 hours).

- 4) If the non-sworn employee has followed up with the supervisor but does not have an answer by the deadline, the request will be deemed to have been approved.

D. Special Provisions

1. An employee hospitalized while on vacation will have his status changed from "Vacation" to "Sick with Pay" for the actual days hospitalized.
2. A sworn employee on injured-with-pay (IWP) status will earn vacation time at the normal rate.
3. A sworn employee on vacation and called in for emergency duty may choose:
 - a. Pay at time and one half instead of regular vacation, or
 - b. Regular pay plus another day of vacation.
4. A non-sworn employee on injured-with-pay (IWP) status does not earn vacation time at the normal rate.
5. A Division 1 non-sworn employee on vacation and called in for emergency duty may choose:
 - a. Pay at double time plus regular pay for the vacation, or
 - b. Pay at double time and take the vacation later.
6. Most Division 0, 5 and 8 employees are not eligible for overtime compensation. Police Personnel Section has a list of those classifications eligible for overtime compensation.